TEAMS Screen Guide INDA · 100-S.4

# **INDA – Interview Data**

This screen is used to capture interview information for all programs, as well as prior residence information.

INDA INTERVIEW DATA 10/10/00 10:25:41 KIM C CASE NAME: TRAINER, FREDRICK CASE NUMBER: 000025 PROGRAMS: MA SUBTYPES: ΙA 090700 DATE: RESCHEDULED: COMPLETED: PROGRAMS: SUBTYPES: DATE: **RESCHEDULED:** COMPLETED: RESIDENT PRIOR STATE RELOCATION REASON RESIDENCY LENGTH NEXT-->

Solid arrow = Mandatory field. Open arrow = Optional Field.

## Mandatory Fields ([F1] indicates Online Help is available.)

#### DATE

The date of the interview must be entered under each program. (This can also be the rescheduled interview date. See the RESCHEDULED optional field for more information.)

#### COMPLETED [F1]

Y or N is entered to reflect whether the interview has been completed.

## RESIDENCY LENGTH [F1]

A code is entered to reflect how long the applicant has resided in Montana.

## **Optional Fields**

#### RESCHEDULED

If the interview is rescheduled, Y is entered here. The DATE field is also updated with the new date for the interview.

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## RESIDENT PRIOR STATE [F1]

If the applicant has been in Montana less than one year, a code is entered for the state in which the applicant resided prior to moving to Montana.

#### RELOCATION REASON [F1]

If the applicant has been in Montana less than one year, a code is entered to reflect the reason the applicant moved to Montana.

# **Display Fields**

### CASE NAME

The case name (Primary Information person) is displayed.

### CASE NUMBER

The TEAMS case number is displayed.

#### **PROGRAMS**

The Program Type codes are shown in this field, and identify the program to which that column of interview information applies.

# **Navigation Fields and Fkeys**

NEXT>	This field allows the user to access the next desired screen by typing the screen name.
F2	The F2 key returns to the last TEAMS <i>menu</i> that was accessed.
F3	The F3 key returns to the SYSE (System Selection) menu.
F10	The F10 key accesses the CANO (Case Notes) screen.
F12	The F12 key clears any new data typed on the screen, as long as Enter has not been pressed.

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